



SEFI 2026 Wokskhop for reviewers

Alignment & Evaluation Guidelines

30 March and 9 April 2026

SEFI 2026 Local Organizing Committee

Workshop Objectives

- Align on reviewer roles and expectations
- Explain updates for 2026
- Address questions and challenges

Please, use Q&A to ask questions

- after the workshop we will compile and share FAQs

Reviewer Roles & Responsibilities

Roles

- Ensure fairness and transparency
- Improve quality of accepted contributions
- Enhance author experience
- Strengthen conference reputation

Responsibilities

- Provide fair, constructive, and evidence-based reviews
- Maintain confidentiality
- Declare conflicts of interest

Essential ethical principles

- Confidentiality
- Objectivity and fairness
- Conflict of interest
- Competence and responsibility
- Adherence to timeline

Use of AI

Authors are allowed to use generative AI and AI-assisted technologies to improve readability and language of the work

- The use of it must be disclosed in the manuscript

Submitted manuscript must be treated as a confidential document:

Reviewers should not upload the manuscript to any generative AI tool!

Feedback that is rigorous, specific, respectful and constructive

- Use the checklist from the guidelines on writing feedback that is rigorous, specific, respectful, and constructive.
- Before submitting your review, read through your comments to ensure that you meet these criteria.

Reviewer checklist
Writing feedback that is rigorous, specific, respectful and constructive
Before hitting submit on your review, please read through your comments to ensure that you:
<input type="radio"/> Critique the submission, not the authors.
<input type="radio"/> Use respectful, professional, non-dismissive language
<input type="radio"/> Identify strengths as well as weaknesses
<input type="radio"/> Give specific, constructive suggestions for improvement.
<input type="radio"/> Explain your concerns clearly using examples where possible, rather than making sweeping or vague negative judgments
<input type="radio"/> Be mindful of your tone. Avoid sarcasm, belittling language, or gatekeeping.
<input type="radio"/> Assume good faith on the part of the authors, and a sincere scholarly effort
<input type="radio"/> Comment on language issues respectfully and only if they affect clarity
<input type="radio"/> Aim to help the authors improve this submission, regardless of acceptance/rejection

Evaluation criteria

<u>Research paper</u>	<u>Practice paper</u>	<u>Workshop</u>	<u>Idea Market Presentation</u>
Value of the contribution	Value of the contribution	Relevance	Value of the contribution
Relating to appropriate prior work	Relating to appropriate prior work	Workshop objectives	Viability and clarity
Research design	adaptability and impact	Interactivity	Adaptability and impact
Presentation	Presentation	Presentation	Presentation

See respective Rubrics here: [Reviewer guidelines :: SEFI 2026](#)



Review evaluation scale

Accepted, nice work

- Reviewer feedback is highly valuable and can encourage further refinement of the manuscript and provide useful direction for future work.

Accepted, minor changes recommended

- Reviewer feedback is highly valuable, small adjustments are recommended and intended to guide the author to enhance the quality of the contribution.

Adjustment(s) needed

- Reviewer feedback is essential and it's treated as a requirement for improvement. Therefore reviewers, please make your feedback actionable such that the authors can truly improve their manuscript, keeping the length limit of the submission in mind.

Unacceptable

- Based on reviewer feedback it should be clear to the author(s) that the quality of the submission needs improvement and that the reviewer estimates that this cannot happen within the limited time slot. By consequence the manuscript will be rejected, unless the only "unacceptable" criterion is "presentation"

Accepted, minor changes recommended

Encouraging acceptance of papers:

- to motivate reviewers to label paper as accepted, even if minor changes are recommendable
- to avoid unnecessary rebuttals and extra work for the organizing committee

Signaling suggested improvements:

- signal to the author that further improvements to their contribution are encouraged
- distinguishing the decision from a plain “accepted” at first sight

Idea Market Presentation

- Focus on emerging ideas and work in progress
- Less emphasis on completed work
- Value of idea, creativity, innovativeness, and further potential

*Idea market presentation is presented **exclusively in the form of a poster.***

Idea Market Presentation - Criteria

<p>Value of the contribution, for instance:</p> <ul style="list-style-type: none">• Relevance for engineering education and its development in Europe and/or the world.• Originality of treatment of a problem, introducing new approaches/prototypes.• Innovative potential for engineering education.	<p>Viability and clarity:</p> <ul style="list-style-type: none">• The feasibility and viability of the presented approach/prototype in engineering education• Clarity of the motivation and proposed solution/prototype• Coherence and logical connection between the problem and the approach/prototype which serve as solutions
<p>Adaptability and impact:</p> <ul style="list-style-type: none">• The possibility of future adaptation to other contexts (for example classrooms, universities, etc.) is discussed.• The extent to which the work can be applied to a variety of contexts is clear.• The impact on the engineering education community is clear.	<p>Presentation:</p> <ul style="list-style-type: none">• Structure of the manuscript and coherence between individual parts.• The set-up of this intervention/work is clearly presented.• Clear and logical description of the presented approach/prototype.• Appropriate title, abstract.• Readability and language.• Compliance with the formatting requirements of the provided template for an idea market presentation.

Paper Awards

- **Best student paper**
- **Best Practice paper**
- **Best Research paper**
- **Susanne Ihssen Award for papers on DEI**

Paper Awards & Additional information for the program committee

Best Paper Award Nomination This submission should be considered for the best paper award.
- best student paper
- best practice paper

*** Rationale for Best Paper Award Nomination** Please provide a short explanation why this submission should be considered for one of the best paper awards (best student paper, best practice paper).

Susanne Ihssen Award Nomination This submission should be considered for the Susanne Ihssen Award for papers on diversity, equity and inclusion. Please provide a short explanation in the **Internal comments**.

The paper focuses on at least one of the following:
- Broadening of access to engineering education or the engineering profession and participation of underrepresented/minoritised groups
- Issues of fairness which could impact underrepresented/minoritised groups in engineering education or the engineering profession (experience, belonging, attainment, persistence/progression/promotion, etc)
- The development and/or implementation of content explicitly focused on DEI based competencies (e.g., inclusive design, teamwork, intercultural competencies) or the use of inclusive pedagogies or universal design.
Please find more information about the award [here](#).

Upon clicking the checkbox, you will be asked to provide a rationale for your recommendation. Please justify your choice based on the review criteria.

Susan Ihssen Award on DEI

- **Set of criteria** for paper nomination and award decision are **new this year** so please take a moment to explore them [here](#).

Contribution Details

Submission Type / Conference Track: Practice Paper
Format: Paper talk

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Organization(s):

Submitted by:

Created:

Last Update:

Presenting Author:

Topics:

Keywords:

This paper has a DEI focus (yes/no): Yes

✓ Do you agree with your submission to be used in the CLEER study?

10 pages

SEFI EUROPEAN SOCIETY FOR ENGINEERING EDUCATION

“SEFI is committed to diversity, equality, and inclusion within our engineering education community.”

Susanne Ihssen Award

This award honours the memory of Professor Susanne Ihssen, who pioneered gender and diversity research in engineering at the Technical University of Munich and made significant contributions to diversity policy in, and outside, the academic world. Before her untimely passing, Susanne served as Chair of the Gender and Diversity Working Group at SEFI and held key positions on the executive boards of the Center of Competence for Technology-Diversity-EQUAL Opportunity, among other influential roles. Honouring her life's work, SEFI established this award to recognise outstanding papers about Diversity, Equity and Inclusion (DEI) at each SEFI Annual Conference.

Nominee Selection Criteria

The reviewers will take the following criteria in consideration when they make their nominations for the Susanne Ihssen Award.

Will be included in the nominee list	Will be excluded from the nominee list
<p>The paper focuses on at least one of the following:</p> <ul style="list-style-type: none">• Broadening of access to engineering education or the engineering profession and participation of underrepresented/minoritised groups• Issues of fairness which could impact underrepresented/minoritised groups in engineering education or the engineering profession (experience, belonging, attainment, persistence/progression/promotion, etc)• The development and/or implementation of content explicitly focused on DEI based competencies (e.g., inclusive design, teamwork, intercultural competencies) or the use of inclusive pedagogies or universal design	<ul style="list-style-type: none">• Papers which disaggregate results by demographics/characteristics such as gender, but where DEI is not the main aim of the work• Work where the findings have an implication on DEI but that was not the initial/original aim of the work• Papers where there is no literature or conceptualisation of DEI and where this aspect is not substantially developed.

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Award Criteria

The award committee will take into account the following criteria for designating the award. An award-winning paper does not need to meet all these criteria.

Purpose

- DEI problem clearly defined within context.
- Clear research questions/aims/hypotheses aligned with DEI goals.
- Demonstrates why the issue is urgent, underexamined or relevant.

Alignment

- Demonstrates understanding of current literature within the specific DEI area/field.
- Uses appropriate frameworks (e.g., critical race theory, intersectionality, disability studies, culturally sustaining pedagogy).
- Uses robust, appropriate methodologies aligned with the aims/research questions.
- Ethical considerations addressed (e.g., consent, positionality, power differentials).
- Limitations acknowledged.
- Findings elevate participant voice (meaningful inclusion of voices from marginalized or historically excluded groups, use of co-construction, participatory approaches, or community collaboration).

Contribution

- Advances existing knowledge by offering new insights, approaches, models/frameworks, interventions, or empirical findings, as well as ways of thinking about equity, diversity and inclusion.
- Offers clear implications for policy or practice; clearly articulates actionable insights regarding what educators, leaders, policy makers or researchers can do differently.
- Shows potential for lasting change within engineering education/practice or the broader community; Demonstrates or plausibly argues for positive outcomes, considers sustainability and scalability across contexts, addresses unintended consequences or risks.

General

- Clear structure and logical flow.
- Language is inclusive, respectful, and avoids unnecessary jargon.
- Accessible to a multidisciplinary education audience.
- The paper is written to be accessible (alt-text, appropriate use of colour, etc).

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Decision-making process

Each paper will be reviewed by at least two reviewers.

- **Accepted:** all criteria are evaluated as “accepted, nice work” or “accepted, minor changes recommended” by all reviewers.
- **Conditionally accepted:** any of the criteria is marked as “adjustment needed”, the paper requires revision.
- **Rejected:** one of the criteria (excluding presentation) is “unacceptable.”

Divergence between reviewers

Reviewers' decisions	Accepted	Conditionally accepted	Rejected
Accepted	Accepted	Conditionally accepted	Meta-review
Conditionally accepted	Conditionally accepted	Conditionally accepted	Meta review
Rejected	Meta review	Meta review	Rejected

Note: The LOC reserves the right to do an additional check (meta-review) in case of divergence between the two reviewers.

Practical Challenges

- Reviewer disagreement
- Borderline submissions
- Incomplete or unclear papers
- Time constraints

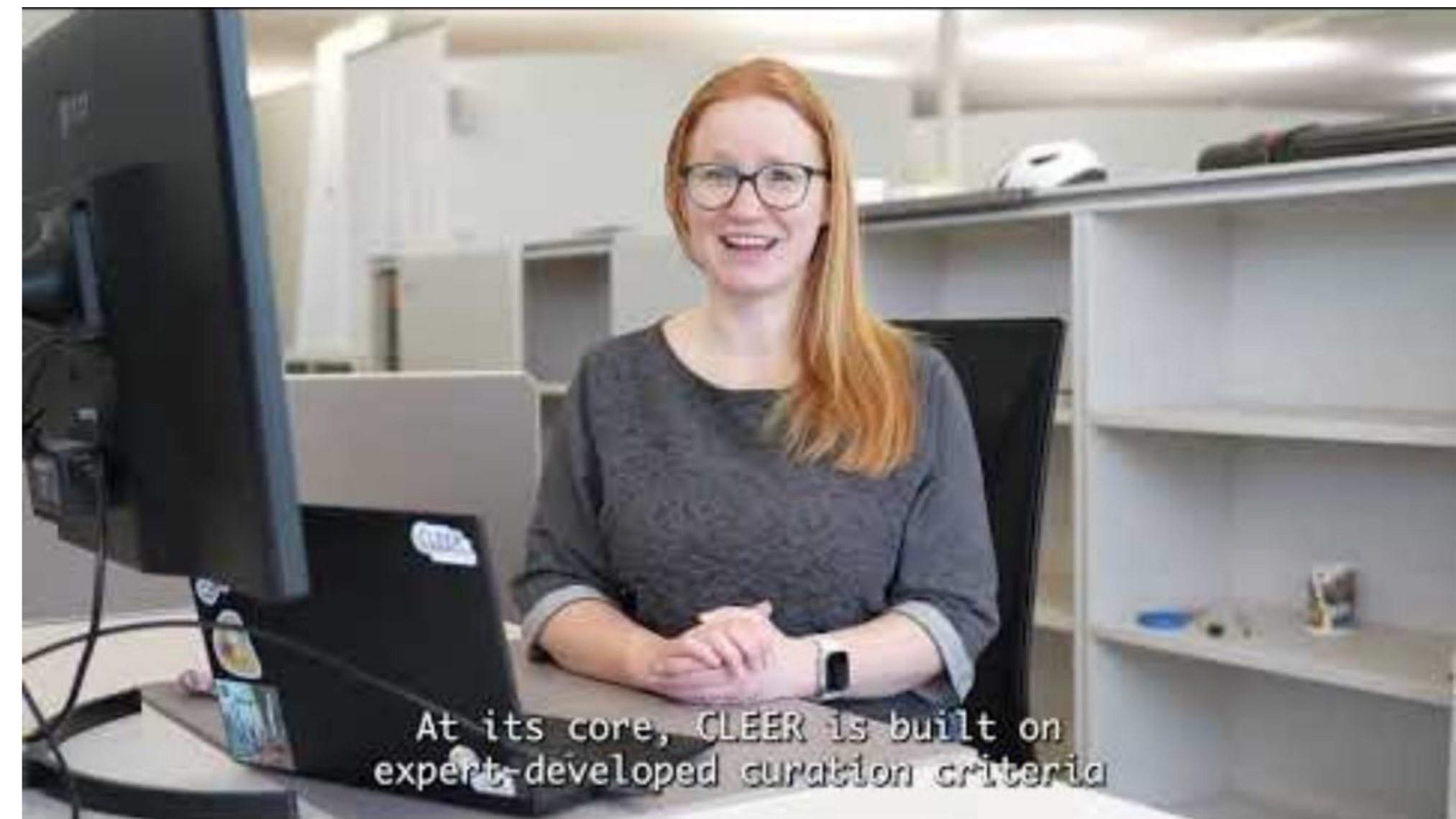
CLEER-ACCURATE Study

Participation is **voluntary** and has **no impact on the peer-review process** or **acceptance** decisions.

The study:

- Examines how the outputs of the CLEER curation model align with outcomes from the SEFI 2026 peer-review process.
- Is conducted **after final acceptance** decisions.
- Uses **anonymised** submission and review data only.
- **Does not provide any CLEER outputs to** reviewers or **decision-makers.**

More information including video: [CLEER study :: SEFI 2026](#)



Q&A and Discussion

- What is the overall acceptance rate for the conference, and what level of selectivity is expected in the review process? What is the expected depth of feedback for authors — brief justification of the decision or detailed, developmental comments aimed at improving the paper?
- What happens with my review? Who makes sure that changes are actually addressed? Looking at the heterogenous quality of SEFI proceedings, I struggle to believe that this is done consistently.
- How important is it that the submission fits one of the conference sub-themes?

Q&A and Discussion

- Open floor for questions
- Share experiences or concerns

Any further questions will be answered after the workshop and shared and published as a FAQ together with already answered questions.

For further questions, please contact us at sefi2026@fel.cvut.cz



Wrap-Up and Next Steps

Submissions assigned to reviewers	15.04.2026
Review deadline	15.05.2026
Reviewer feedback and notification of acceptance, conditional acceptance or rejection	29.05.2026
For conditionally accepted papers: Final notification of acceptance or rejection	30.06.2026
Early bird registration deadline	03.07.2026
Conference date	07.09.2026-10.09.2026

If you cannot review a submission assigned to you, please let us know as soon as possible.



For further questions, please contact us at sefi2026@fel.cvut.cz

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